



Bay Area Rapid Transit

Invites applications for



Sr. Personnel Analyst

Staffing & Compensation Division of the
Human Resources Department

\$76,000.00—\$88,00.00/annually DOQ

Post Date: August 21, 2012

Close Date: September 14, 2012

An Equal Opportunity Employer - BART is an equal opportunity employer.
Women, minorities, and persons with disabilities are encouraged to apply.

www.bart.gov/jobs



SUPPLEMENTAL QUESTIONNAIRE

The Supplemental Questionnaire will be used to evaluate the qualifications of applicants in order to determine who will be invited to the next phase in the selection process. Therefore, all completed application packages must include a completed Supplemental Questionnaire.

For your convenience, please attach your completed Supplemental Questionnaire as an additional attachment to your online application. After you've submitted your application, you can attach your Supplemental Questionnaire to your profile under "My Career Tools."

If you have problems with the attachment process, please call the Employment Help Line at (510) 464-6112. In response to each question, please be sure to include the following information:

Name of Employer
Job Title
Length of Experience

Please describe any specific experience/professional accomplishments in Human Resource Programs in the following areas to demonstrate your experience and qualifications:

1. Recruitment and Selection Planning and conducting testing and selection activities, including online recruitment. In your response please provide descriptions of the volume and complexity of the recruitments conducted including the recruiting/applicant tracking databases you have used.
2. Classification studies including job analyses and creation of new job descriptions and pay structures.
3. Compensation studies including salary surveys, full and/or partial survey studies. In your description please include your role and spectrum of responsibility in the development and implementation of the study.

THE DEPARTMENT

BART's Human Resources Department provides a full-range of personnel services to all operating departments within the BART system, including Performance and Learning/Staffing and Compensation, Benefits/Human Resources Information Systems and Disability/Worker's Compensation Administration.

THE DIVISION

The Staffing & Compensation Division provides support in the areas of staffing/recruitment, classification/compensation, testing and selection, surveys, recruitment documentation, applicant tracking, and other analytical/technical tasks. The Staffing and Compensation Unit is also responsible for the temporary help program as well as employee temporary upgrades.

THE POSITION

The Senior Personnel Analyst within the Staffing and Compensation Division will be responsible for developing the recruitment strategies and selection plans for the more complex recruitments as well as undertaking complex and sensitive personnel analyses in the compensation and classification area including salary analysis, salary surveys, job analyses and development. Positions at this level possess a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties.

THE IDEAL CANDIDATE

The ideal candidate for this position will possess knowledge and skill beyond the minimum qualifications:

- Developing and analysis of recruitment strategies and selection plans for recruitments under the Uniform Guidelines on Employee Selection Procedures (1978)
- Development and analysis of complex job classifications and analyses, compensation surveys and studies.
- Performing sensitive personnel analyses in the compensation and classification area.
- Demonstrated ability to coordinate, persuade and involve diverse stakeholders using a customer service focus.
- Business computer applications for applicant tracking, statistical analysis and data management, including: Excel, PowerPoint, Word, Lotus Notes, and/or Access, PeopleSoft and/or other applicant tracking systems.
- Ability to develop programs and projects and bring them to completion
- Experience in union environment staffing and compensation program administration under collective bargaining agreement.

Candidates may be selected from this pool for vacancies in other areas of Human Resources and Sr. Personnel Analysts may be asked to work in different areas of the HR discipline as required by the needs of the Department.

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree in human resources, public administration, business administration, industrial relations or a closely related field from an accredited college or university.

Experience: Three (3) years of (full-time equivalent) verifiable professional experience in personnel service programs.

Substitution: Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

BAY AREA RAPID TRANSIT



A job at the San Francisco Bay Area Rapid Transit District (BART) offers the satisfaction of providing an invaluable public service, while accomplishing your own career goals, earning highly competitive pay, and enjoying an unparalleled benefits program. BART, one of America's premier heavy rail public transit systems, is located in the San Francisco Metropolitan area. With over 3,100 employees and an operating budget in excess of \$600 million annually, and headquartered in the heart of downtown Oakland, California, BART has a service area covering the 4 county area of San Francisco, San Mateo, Alameda and Contra Costa, a total population of over 4 million people. BART's current fleet of 669 railcars allows it to achieve an average weekday ridership of over 350,000 passengers throughout its 44 stations. BART, a wonderful career opportunity.



ESSENTIAL JOB FUNCTIONS

- 1) Performs the more complex and difficult work of staff responsible for providing personnel services in the area of HRIS, Staffing and Compensation, and/or Benefits, employee services and/or performance and learning.
- 2) Administers current program procedures and services in assigned area, researching new methods and techniques to enhance program services.
- 3) Provides assistance in the interpretation of Human Resources program policies, procedures and makes recommendations as appropriate.
- 4) Undertakes complex and sensitive personnel analysis involving human resources information systems, compensation and classification, recruitment and selection strategies, and/or benefits cost containment issues; responds to and resolves concerns.
- 5) Uses excellent customer service skills to work with all persons contacted in the performance of duties. Responds to employee requests and public inquiries; provides information within area of assignment; resolves complaints in an efficient and timely manner.
- 6) Interprets and explains Human Resources policies, procedures, rules and regulations to District staff.
- 7) Stays abreast of new trends, legislation and innovations in the field of human resources.
- 8) Works effectively in collaboration with his/her colleagues in the Human Resources Department on projects that involve several HR disciplines.



BENEFITS

RETIREMENT PROGRAMS

BART's pension plan is through the California Public Employees' Retirement System (CalPERS), and provides for a 2%

@ 55 formula. BART reimburses employees for 100% of the employee contribution. Reciprocity with other public retirement systems is available.

Deferred Compensation Plan (IRC 457)

BART does not contribute to Social Security. However, Medicare contributions are made. Also, in lieu of Social Security, BART contributes a maximum of \$1868.65 towards a Money Purchase Pension Plan (IRC 401a)

MEDICAL BENEFITS

Choice of HMO & PPO through CalPERS with a current monthly premium of \$89.55. You pay nothing extra for dependents.

DENTAL BENEFITS

Principal Financial Group. \$2,000 per person per calendar year with no deductible. Orthodontia—lifetime max of \$3,500.

VISION BENEFITS

Vision Service Plan (VSP). Standard and enhanced plans available.

VACATION

Three weeks of paid vacation after 1 year of service. Four weeks after five years of service. Five weeks after 15 years of service. Six weeks after 19 years of service.

HOLIDAYS

Nine paid statutory holidays per year
Five floating holidays per year

SICK LEAVE

Twelve days per year

LIFE INSURANCE

Two times annual base salary. Optional life insurance can also be purchased.

DISABILITY BENEFITS

Long and short-term disability benefits are provided at no cost to employees.

OTHER BENEFITS

Education Assistance Program
Employee Assistance Program
Free BART Transportation
Survivor Benefits

HOW TO APPLY

External applicants may only apply online, at www.bart.gov/jobs. Applicants needing assistance with the online application process may receive additional information by calling (510) 464-6112.

Current employees are strongly encouraged to apply online, either at www.bart.gov/jobs, or on WebBART. Current employees may also apply using a BART paper application by delivering the completed form to the Human Resources Department, or by mailing it to P. O. Box 12688, Oakland, CA 94604-2688.

All applicants must complete the application in full, indicating dates of employment, all positions held, hours worked, and a full description of duties. Online applicants are invited to electronically attach a resume to the application form to provide supplemental information, but should not consider the resume a substitute for the application form itself.

Additionally, all applicants must complete the Supplemental Questionnaire and submit it along with the completed application/resume. Supplemental Questionnaires may be submitted as an addition to the resume in a single document, or it may be attached separately. For specific instructions for attaching the Supplemental Questionnaire, please see the Job Posting (job #3304) at BART's Careers Home Page at www.bart.gov/jobs.

Applications must be submitted (in completed form) by the closing date and time listed on the job announcement.

SELECTION PROCESS

Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The selection process for this position may include a skills/performance demonstration, a written examination, and/or an individual or panel interview.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S.; pass a pre-employment medical examination which includes a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations)



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